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MANAGEMENT STAFF  
RECORDS MANAGEMENT STAFF

Accomplishments July-December 1955

1. Correspondence  
Management

- a. Analyzed and indexed 76 types of repetitive headquarters correspondence as a basis for a continuing study to reduce the cost of inter-office correspondence. As an initial step, developed an agency form for use in lieu of memorandums to report and record 15 types of authorizations. Headquarters and [ ] to implement the new procedure were written and now are being coordinated by the Regulations Control Staff.
- b. Increased the usage of Letterex, particularly in the DD/P area, through continued publicity. An estimated 5 million sheets will be used in FY56. 4 million sheets were used in FY55.
- c. Promoted agency correspondence standards through:
- (1) Lecture for the Office of Security Secretaries' Workshop
  - (2) Lectures for the Office of Training Administrative Support course
  - (3) Article in the August issue of "Personnel Information Letter"
- d. Fostered further headquarters-wide interest in effective writing through articles in the "Personnel Information Letter," and by publicizing the handbook Plain Letters. Requests for 200 copies of this booklet, representing a cross-section of headquarters, have been received since the initial distribution of 1,200 copies.
- e. Studied the forms and procedures used in preparing dispatches, and recommended improvements which should result in faster training of personnel who prepare dispatches, further reductions in cable traffic, and estimated labor savings of \$18,845.

2. Reports  
Management

- a. Initiated the DD/S Reports Management Program and provided staff assistance which resulted in:
- (1) An inventory of all requirements for reports in the DD/S area.

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- (2) Establishment of controls over the creation of new requirements for reports.
  - (3) Disclosure of over fifty questionable requirements for interoffice reports.
  - (4) Cancellation of the Office of Logistics Vehicular Status Report which required 224 hours annually to prepare.
  - (5) Reduction in frequency of the Office of Personnel activity report from weekly to bi-weekly and its reduction in length from about thirty pages to eight.
- b. Initiated a DD/I reports management survey which has resulted in an inventory of requirements for reports in the DD/I area.
  - c. Provided the SSA/DD/S with guides on reports management on which he has based a plan for a DD/P reports management program.
  - d. Collaborated with the Office of the Comptroller in developing simplified procedures for reporting and accounting for penalty indicia mail used by the agency.
  - e. Publicized reports management through an article in the "Personnel Information Letter" and the distribution of 600 copies of our booklet, "Analyzing Requirements for Administrative and Management Reports."
3. Forms Management
- a. Developed and promoted improved forms management practices which:
    - (1) Encouraged greater utilization of our services, particularly by the Office of Communications and DD/P components;
    - (2) Standardized and improved reprint review and stock replenishment procedures;
    - (3) Reduced priority printing requests by stressing to customers the need for lead time; and
    - (4) Eliminated the need for marking for the printer typeset requirements on forms copy sent to the Government Printing Office.
  - b. Continued research and development activity in the use of NCR (No Carbon Required) paper which resulted in favorable operational tests of six types of NCR forms. Promoted the use of multi-link construction which is particularly applicable to small forms used in production typing operations. Conducted research in the use of

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lithographic carbon backed record copy sets, which can be used to produce from nine to twenty legible typewritten copies. Introduction of this product to the Government Printing Office was met with enthusiasm and a decision to recommend its use to other Government agencies.

- c. Conducted 681 forms analysis projects involving 148 new forms, 167 revised forms, and 366 reprinted forms. The following examples typify results from this activity:

- (1) An improved Office of Personnel official personnel charge-out system.
- (2) An improved OCR library request form on NCR paper which provided 25% more usable fill-in space, increased production rate by 15%, and encouraged timely return of material on loan.
- (3) Savings of \$8,322 through cancellations of, or reductions in, requisitions for stock replenishments.
- (4) Savings of 400 man hours annually by preventing the needless typing of 1600 hectograph masters by 39 field stations reporting in accordance with the Field Allotment Control Procedure.
- (5) The redesign of a DD/P form to make it self-transmitting which reduced annual usage of Routing and Record Sheets by over 10,000 copies.
- (6) An improved Medical Staff form for requesting reports on sick leave, which reduced paper costs 50% and eliminated three addressing operations through the use of window envelopes.

- d. Provided the Intelligence Advisory Committee's Ad Hoc Committee on Information Processing with consultant services and served as chairman of its working group considering adoption of a common information report format.

#### 4. File Standards

- a. Gave a two session presentation on the Agency filing system at the Office of Training Administrative Support Course for clerical and administrative personnel. These presentations will be repeated approximately every five weeks.

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- b. Installed the Agency filing system in the office of the Building Planning Staff, in the office of one of the DD/I's Special Assistants, and in the Incentive Awards Staff.
5. Vital Materials
- a. The Supervisor of the repository was replaced by a member of this staff.
- b. Except for special items, the Vital Material Officer was relieved of the responsibility for transporting VM to the repository. These shipments are now handled by the Armed Courier Service established for the Record Center operation.
- c. Action was taken to correct the faults and deficiencies in equipment, facilities and vital material deposits reported by the participants in Operation Alert.
- d. Deposit and withdrawal activity in the repository for this period was as follows: (DD/P Material not included):

<u>Types of Material</u>	<u>Deposits</u>	<u>Withdrawals</u>	<u>Balance</u>
A. Cubic Feet			
Documents	129.1	83.55	320.
Maps	20.0	0	96.7
Negatives	0	0	124.7
Cards (other than IBM)	0	0	4.2
Total	<u>149.1</u>	<u>83.55</u>	<u>545.6</u>
B. Item Count			
Cards (IBM)	1,116,752	1,167,096	4,320,213
Film Reels (35mm)	456	130	6,288
Film Reels (16mm)	1,440	40	4,301
Total	<u>1,118,648</u>	<u>1,167,266</u>	<u>4,330,802</u>

- e. The Office of Communications began depositing administrative material in the repository.
- f. Shelving was installed in the repository for approximately 500 books needed for emergency operations.
- g. Responsibility for the deposit of finished intelligence was transferred to OCR from the Record Center which had been delegated the responsibility by the offices of origin.

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- h. Arranged for visits and provided transportation to the repository for 79 persons from 8 offices. The purpose of the visits was to familiarize selected personnel with repository operations and to assist with the maintenance work on certain materials.

6. Records  
Disposition

- a. Completed records disposition surveys and prepared records control schedules in four offices. The schedules cover 24,383 cu.ft. of records comprising 1002 file items. The volume is equivalent to that of 3,048 legal size safe cabinets. Implementation of these control schedules resulted in activation of plans for reduction in requirements for office space and filing equipment through the continuing transfer of inactive records to the Records Center.
- b. Records disposition surveys were underway in two offices where records control schedules will be developed for an estimated 9,000 cu.ft. of material.
- c. One office was assisted in revising its records control schedule of 293 file items.
- d. Guides for the use of Area Records Officers in conducting records inventories, developing schedules and retiring records were planned and some written drafts have been completed.

7. Records Center

- a. Received for storage 3149 cu.ft. of inactive records and intelligence materials. This volume is equivalent to that of 394 four drawer, legal size safe cabinets with a present replacement value of \$123,716.00. Office space for these cabinets would cost an estimated \$7,880.00 annually.
- b. Provided headquarters offices reference service on 42,852 requests for information and documents from materials in storage.

8. Records System  
Surveys

- a. Office of the Assistant to the Director- Office Systems and Practices. Recommendations regarding retirement of inactive "clipping" material, improved filing and cross-referencing systems, use of five drawer cabinets for unclassified material, Thermofax reproduction of extra copies and rapid reading training for the classifier are being implemented.

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- b. Cable Secretariat - Internal Logging and Controls. The adoption of recommendations reduced posting to control records by 50 percent, eliminated one file of all cables received, and expedited reference to cables previously received.
- c. Regulations Control Staff - File Maintenance of Background Material on Regulations and Notices. Recommendations on the retention and retirement of material have been adopted.
- d. Far East Division - Processing of Personnel Actions. Systems developed and equipment installed for trial, and coordinated approval is in process.
- e. Incentive Awards Staff - Office Systems and Practices. Recommendations regarding improved filing practices, a follow-up system for delinquent evaluations, more prompt issuance of award checks, general improvement of forms used by the Staff, and redistribution of workloads have been concurred in and are being implemented.

9. Miscellaneous Activity

- a. Evaluated 26 employee suggestions
- b. Collaborated with the Office of Personnel in developing position standards for the Records Management series.
- c. Reviewed and reported on new building files area requests of offices in the DD/S and DD/I areas. The reports, with concurrences of the requesting offices, recommended:

DD/S offices	7575 sq.ft.	Reduction of 36%.
DD/I offices	3010 sq.ft.	Increase of 14.7%.
Net decrease	4565 sq.ft.	Representing approximately \$114,375 in new building costs.
- d. A draft of the Records Management Program regulation was released for coordination.
- e. Responsibility for the Agency Microfilm Program together with the analyst concerned with the program were transferred to Business Machines Services.
- f. The development and education of Records Management Staff personnel were advanced through:

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9. f. continued

- (1) Trips to the Federal Personnel Records Center in St. Louis and the GSA Regional Office Records Center in New York.
- (2) Attendance at the annual convention of the Society of American Archivists.
- (3) Attendance at monthly meetings of the Interagency Records Administration Conference sponsored by the National Archives and Records Service, GSA.
- (4) Successful completion by two analysts of the Institute on Records Management conducted by the American University.

Chief, Records Management  
Staff

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*Reports 1-4-1*

The following accomplishments were achieved during the period July - December 1955.

a. Correspondence Management

Analyzed and indexed 76 types of repetitive interoffice correspondence as a basis for a continuing study to reduce costs through the use of form and pattern memorandums.

Increased the usage of one-time preassembled carbon and tissue sets (Letterex) through continued publicity. An estimated 5 million sets will be used in FY56 compared to 4 million sets used in FY55. The use of Letterex reduces by over 60% the cost of assembling stationery prior to typing.

Studied the forms and procedures for preparing dispatches, and recommended improvements which should result in faster training of personnel, further reductions in cable traffic, and estimated labor savings of \$18,845.

b. Reports Management

Initiated an agency reports management program and provided staff assistance which resulted in:

- (1) Establishment of controls over the creation of new administrative and management reports.
- (2) An inventory of 570 requirements for reports in the DD/S and DD/I area, 81 of which are subject to further study. The following are typical results:
  - (a) Cancellation of the Office of Logistics Vehicular Status Report which required 22<sup>1</sup>/<sub>4</sub> hours annually.
  - (b) Reduction in frequency of the Office of Personnel activity report from weekly to bi-weekly and its reduction in length from about thirty pages to eight.

c. Forms Management

Conducted 681 forms analysis projects involving 148 new forms, 167 revised forms, and 366 reprinted forms. The following are typical results:

- (1) An improved library request form on NCR paper which provided 25% more usable fill-in space, increased production rate by 15%, and encouraged timely return of material on loan.
- (2) Savings of \$8,322 through cancellations of, or reductions in, requisitions for stock replenishments.
- (3) Savings of 400 man hours annually by preventing the needless typing of 1600 hectograph masters by 39 field stations.
- (4) The redesign of a DD/P form to make it self-transmitting which reduced annual usage of Routing and Record Sheets by over 10,000 copies.

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- (5) An improved Medical Staff form for requesting reports on sick leave, which reduced paper costs 50% and eliminated three addressing operations through the use of window envelopes.

d. File Standards

Installed the Agency filing system in the office of the Building Planning Staff, in the office of one of the DD/I's Special Assistants, and in the Incentive Awards Staff.

e. Vital Materials

An active program has been established and all offices are selecting and depositing vital documents on a current basis.

f. Records Disposition

Completed records disposition surveys and prepared records control schedules in four offices. The schedules cover 24,383 cu.ft. of records comprising 1002 file items. The volume is equivalent to that of 3,048 legal size safe cabinets.

Received for storage at the Records Center 3149 cu.ft. of inactive records. This volume is equivalent to 394 four drawer, legal size safe cabinets with a present replacement value of \$123,716. (As of 31 December 1955, there were 21,723 cubic feet of Records Center holdings, equivalent to the volume of safe cabinets with a replacement value of \$646,259.)

g. Record System Surveys

Conducted surveys in the following components:

Office of the Assistant to the Director  
Office of the Cable Secretariat  
Regulations Control Staff  
Far East Division  
Incentive Awards Staff

Recommendations resulting from these surveys covered such aspects of records management as retirement of inactive material, improved filing and cross-referencing systems, use of economical five drawer cabinets for unclassified material, simplified mail control systems, and improved paperwork processing and records systems.

h. Miscellaneous Activity

Reviewed requests of offices in the DD/S and DD/I areas for file space in the new building. As a result there was a net decrease of 4565 sq.ft. from the total requested.